

4 June 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Training Course for Technical Officers (Contract Overrun)

The Preproposal Conference was held on 2 June. The Agency was represented by officers from OTR, OL, and DDS&T. Contractor personnel represented [REDACTED]

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At the end of the two-hour session, during which the Tentative Course Outline was discussed and amplified fully, it was agreed that the date for contractors to submit proposals to the Agency will be 30 June. A panel composed of senior representatives of OTR, Logistics, and DDS&T will then evaluate the proposals and make a recommendation to the Director of Training for an award of contract no later than 15 July.

Assuming that the first course would be given during the latter part of October, the following approximate timetable was established:

30 June	Contractors submit proposals
1 - 12 July	Evaluation of proposals
15 July	Award of contract
1 September	Contractor submits course material for final review
4 October	Contractor delivers course material

Contractors were informed that major considerations in evaluating their proposals would be:

- a. Background, experience, and demonstrated capability of instructors to be assigned to the course.
- b. Clearly identifiable recognition of the fact that the course is for Project Officers and that instruction and material are to be based on "real world" situations and practices.
- c. Cost.

2. Automated Communications Terminal (ACT-1)

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On 2 June [redacted] met with representatives from the Office of Communications and the Cable Secretariat to discuss further the implications to OTR of the upcoming activation of the Automated Communications Terminal (ACT-1).

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It appears at this time that it will not be necessary for OTR to design and conduct a training course to prepare a large number of personnel for the new system. We will have to study the matter further, however, before a definite determination can be made. If it turns out that such a course is indicated, all agreed that it should be no longer than two or three hours in duration.

We are planning to test our hypothesis on an experimental basis, using the new cable format and the new Selectric Model 715 typewriter with the IBM Communication #108 font ball as soon as the equipment can be obtained on loan. If it can be demonstrated that available IBM booklets and the instructions which the Cable Secretariat is preparing will be sufficient, considerable savings will be realized by obviating a costly, albeit short, training course.

3. Effective Briefing Course

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[] will conclude the current running of his Effective Briefing course on 11 June with fifteen students (Mr. [] 25X1A9a [] withdrew after the sixth running because of an extremely heavy schedule). [] has tentatively indicated a willingness to conduct another course starting on 13 September 1971 and continuing thereafter on Monday mornings. He and [] will 25X1A9a meet during the week of 21 June, and at that time definite arrangements for the next course will be discussed.

4. Testing Information for Recruiters

As a result of discussion at the recruiters' conference held at Headquarters on 26 May, a request for additional information on the Agency's shorthand and typing standards has been received from one of the recruiters. Accordingly, a packet containing shorthand and typing tests, error guides, and typing drills is being compiled. The packet will be available for any other recruiters who request it.

5. Instructions by Closed-Circuit TV

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On 2 June 1971, [] visited The Berkeley School in East Orange, New Jersey, to discuss the teaching of beginning shorthand and typewriting with the aid of closed-circuit television. While there, she had an opportunity to view in the classroom the use of professionally prepared TV tapes.

The instructors at The Berkeley School recommended a visit to Michigan State University to talk with Dr. Robert Poland and Mr. John Kraer, who prepared the tapes. Inasmuch as Mrs. [] is scheduled to 25X1A9a attend the Gregg conferences at that institution the week of 21 June, she will try to see these men at that time.

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Mrs. [] is preparing a written report on her conversations and on her reactions to the use of TV as a training medium for the beginning typing and shorthand classes which are under discussion at present.

6. Office of Finance Conference

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Mr. [] is attending the Office of Finance Career Conference at [] from 2-4 June, inclusive.

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B. MANAGEMENT TRAINING

1. Visit to []

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a. [] has no training "packages" for sale; rather, they tailor the training to customer needs;

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b. [] focuses exclusively on behavioral science with little interest in those subjects generally classed as management-science, similar to the substance of the Advanced Management (Planning) course;

c. Three training methods are employed: team exercises, role-playing and lecture/discussions with films as appropriate aids;

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d. [] notebooks are prepared for specific customer programs (on examination, the books proved to be fattened considerably by monographs which [] has been selling as self-training materials and which [] had stated were separate and apart from the tailored programs and only for supplementary reading).

Mr. [] also requested that the Director of Training consider

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2. Management Course

Thirty-eight persons (three of whom are women) are enrolled in Management Course scheduled for 7 - 11 June 1971. The following statistics provide further information on the student body:

<u>GRADE</u>	<u>DDP</u>	<u>DDS</u>	<u>DDI</u>	<u>DDS&T</u>	<u>TOTAL</u>
GS-09		2		1	3
GS-10			1		1
GS-11		8	7		15
GS-12		6	9		15
GS-13		1	2		3
GS-15			1		1
		17	20	1	38

Average Age: 38 Years. Range: 21 years to 45 years.
Average Time in Agency: 10 Years. Range: 2 years to 23 years.
Note: Ten students are from NPIC and 16 are from the Office of Communications

3. Advanced Management (Planning)

Registration for the AM(P) closed on Friday, 28 May, with an enrollment of 33 students. (As of this date, 8 students have been cancelled. Should the enrollment dip below 24 students, as a result of further cancellations, we must consider cancelling the course). Pre-work materials were sent to registrants this week. Invitations have been extended to guest speakers [redacted] Deputy Director, O/PPB, and [redacted] Chief, Missions and Programs Staff, CS.

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4. MEDC

The schedule for Phase II of MEDC #29 has been completed and printed, and will be distributed to the speakers in a few days. Phase II will take place during the period 21 June thru 6 July.

We consider ourselves fortunate to have confirmed the following senior speakers:

Col. White, Executive Director-Comptroller
The Deputy Director for Plans
The Deputy Director for Science and Technology
The Deputy Director for Intelligence
The Assistant Deputy Director for Support



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Chief, Support School, TR

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